



**LEAVE DONATION AUTHORIZATION FORM
TRUST FUND FOR OFFICERS CASTILLO AND HAWORTH**

Name: _____ Employee ID: _____

BACKGROUND

The Miami-Dade County family suffered a tragic loss on January 20, 2011, when Miami-Dade County Police Officers Roger Castillo and Amanda Haworth were killed in the line of duty. On February 15, 2011, the Board of County Commissioners adopted Resolution 109-11, which authorizes annual or holiday leave contributions from County employees to benefit the Police Officer Assistance Trust (POAT). The POAT is a 501(c) (3) non-profit organization that provides assistance to law enforcement officers and their families in times of crisis or critical need. Contributions are limited to a total of two (2) hours of leave and are earmarked for trust funds to assist the families of Officers Castillo and Haworth. The maximum donation per eligible child under 18 is \$25,000 and the maximum donation per family, exclusive of the amounts donated per child shall not exceed \$25,000. Once the cap is reached, no more donations will be accepted.

AUTHORIZATION

I am authorizing the deduction of the following hours of annual or holiday leave to contribute to the POAT trust funds for Officers Castillo and Haworth:

	Number of Hours
Annual Hours	
Holiday Hours	

Employee's Signature

Date

IMPORTANT NOTICE FOR DPRs

This form should NOT be forwarded to the Payroll and Information Management Division (PIM) of the Human Resources Department. All leave donations must be recorded on the PAR or ePAR. Donations must be submitted no later than April 1, 2011.